



Ancaster

Church of England Primary School

Attendance Policy

"Be the Best You Can Be!"

Signed by Chair of Governors or Committee Chair:	Approved by the Governing Body and Headteacher at a meeting held on:
Signed by Headteacher:	
Next Date of Review:	Associated policies:

The school aims to work together with parents/carers to ensure that all children registered at school attend both regularly and punctually.

Parent/Carer Responsibilities

- Parents/carers have a legal duty to ensure that children of compulsory school age attend on a regular basis.
- Parents/carers should ensure that if their child is absent from school for any unavoidable reason, such as sickness, they should contact the school as soon as possible, preferably on the morning of each absence. This may be done by phone, letter or in person.
- Parents/carers may not authorise their child's absence-only the school can do this on the basis of the explanation provided (should parents/carers fail to provide a satisfactory reason for their child's absence, the school will record such absence as unauthorised).
- Parents/carers should ensure that their child arrives at school in time for the start of registration (8.50am). If a child arrives after 9.00am, the parent/carer should take their child to the school office to sign their child in and provide a written explanation for lateness.
- Parents/carers should avoid booking family holidays during term time. Leave for family holidays will always be unauthorised in accordance with the 'exceptional circumstances' guidance provided to school from the DfE in September 2013.
- If parents/carers feel there is a genuine 'exceptional circumstance' which will mean their child will be absent from school, a form (available from the school office) must be submitted to the Headteacher and a reply will be given within 3 days with a decision.

School Responsibilities

- The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- Registers will be called twice daily (at 8.55am and 1.20pm). Registers will close at 9.00am and 1.25pm. Any child arriving after the closing of the register will be recorded as 'late' for that session.
- Teachers will complete registers in accordance with the guidance in the front of the register. Registers will be inspected each Friday in order to ensure that these are being satisfactorily maintained and to ensure that any potential attendance issues are identified at an early stage.
- An attendance record will be printed off monthly for the Headteacher to check. Any emerging issues will be discussed with parents informally. An initial letter will be sent out to parents/carers whose children's attendance falls below 95% from the previous year in September. A further check and letter will be sent out in January and again in April. Letters are amended when the attendance thresholds fall below 95%, 90% and 85%.
- Pupil attendance is also communicated to all parents in November, February and May via the Assertive Mentoring Pupil Profile Sheet. This uses a traffic light system for parents to see how attendance is judged in line with school and national expectations.
- Letters will also be sent to parents where lateness is an issue. These letters will be sent at the same time as the analysis for main attendance is conducted-each September, January and April.
- Should a child be absent, the class teacher will enter the appropriate code in the register.
- Should no explanation be received from the child's parent/carer, the administrator will endeavour to make contact.
- All absence notes from parents should be collected and sent to the school office. Only absence notes relating to a particular concern/query should be brought to the attention of the Headteacher.
- The Headteacher will regularly collect attendance data and will use this data to inform next steps. Any further meetings will agree on attendance thresholds and targets and will identify respective tasks and follow up actions for both the school and the parents.
- The school will employ a number of strategies to promote regular, punctual attendance: the Headteacher and Class Teachers will communicate regularly with parents/carers on attendance matters; appropriate personal encouragement or congratulation will be offered to all children; clear attendance information will be included in the Home School Partnership as well as the Pupil Profile via Assertive Mentoring.
- The Headteacher will report attendance information to the Governing Board via the Headteacher's Report to Governors three times per year.